



PLANNING AND ZONING DEPARTMENT

PRELIMINARY MAJOR SUBDIVISION CHECKLIST

This checklist is designed to aid both the Applicant and the City in the processing of a Preliminary Major Subdivision application. Information relative to a Preliminary Major Subdivision can be found in Subdivision Regulations.

- ☐ One check for \$1,000.00 plus \$75.00/lot and other applicable fees such as advertising cost as determined by the City
- ☐ One completed application with an original signature from the Applicant and the Owner
- ☐ One copy of the recorded ownership interests including liens, encumbrances, and title certification in the form of current title policy, title opinion, or title report. Warranty deeds will no longer be accepted for proof of ownership.
- ☐ Certified envelopes addressed to property owners within 100 feet of the subject subdivision and the owner of the property to be subdivided if different from the Applicant. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- ☐ One copy of utility letters from electric, water, sewer, phone, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- ☐ All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities
- ☐ One current boundary/topographic survey of the property containing a complete legal description of the property, the size of the property in acres and square feet, and contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- ☐ Plat shall include but not be limited to:
 - Name of subdivision
 - Date of plan preparation including all revision dates
 - Appropriate scale not larger than one inch equals one hundred feet
 - North arrow
 - Preparer's name, phone number, and fax number
 - Sheet size shall not exceed 24" x 36"
 - Names of all adjoining owners of record, adjoining developments, adjoining streets, and adjoining zoning
 - Name and address of the owner(s) of land to be subdivided if other than the owner and name of the land surveyor
 - Location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot
 - Location of water bodies, streams, and other pertinent features such as wetlands, existing buildings, drainage ditches, and other features as required by the Planning Commission
 - Location and results of the test borings of the subsurface condition of the tract to be developed

- Location and width of all proposed streets, alleys, and rights-of-way
- Names of all new streets
- Locations, dimensions, and areas of all proposed or existing lots
- Location and width of proposed building setback lines
- Finished Ground Elevations for each lot
- Locations and purposes for all easements
- Locations and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation
- Sufficient data acceptable to the Director of Community Development to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments
- Blocks shall be consecutively numbered or lettered in alphabetical order. Blocks added to existing subdivisions bearing the same name shall be numbered or lettered consecutively.
- Number all lots in each block consecutively
- The following notations shall be shown along with any other explanatory information that may be needed:
 - Acreage of total tract
 - Use of all lots
 - Total number of lots
 - Largest lot size
 - Smallest lot size
 - Linear feet of streets
 - Explanation of drainage easements, if any
 - Explanation of site easements, if any
 - Explanation of reservations, if any
- Any area within or adjacent within 100 feet to the proposed subdivision subject to inundation by the 100-year flood or subject to periodic inundation from storm drainage overflow or ponding
- Location of the Coastal Construction Line (CCL)
- Location of the Lucido and Oliver fixed mean high tide line (MHT)
- The area between the CCL and the MHT should be identified as “City of Gulf Shores Easement for placement, construction, maintenance, and use of sand stabilization structures, vegetation, vegetation irrigation systems and access structures” and optionally, a reference to the slide number of the recorded easement. Arrows indicating that this area extends from the CCL and MHT should clearly show the extent and distinguish it from the flood zone boundaries.
- The area seaward of the MHT should be labeled “State of Alabama”
- Certificates of Approval - Appendix B of the Subdivision Regulations
- ☐ Landscape Plan including but not limited to a existing tree locations, plant schedule, fence locations, and detail of fences to be installed
 - Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed subdivision plan, grading plan, and indicate the trees to be preserved and removed.
- ☐ Street Plan containing:
 - Location and width of all proposed and existing streets, rights-of-way and easements
 - Street names
 - Plan and profile of all streets, showing natural and finished grades drawn to a scale of not less than one inch equals one hundred feet horizontal and one inch equals ten feet vertical
 - Cross sections of proposed streets at a minimum of one hundred feet stations

- Curve data for the centerline of each street: delta, tangent and radius
- Location of all required sidewalks and crosswalks
- Location of all proposed street lights
- Construction details
- ☐ Storm Drainage Plan containing:
 - Location of proposed drainage ways, streams, and ponds in the subdivision
 - Topography at one foot intervals (existing and proposed)
 - Location, size, and invert elevations of proposed drainage structures
 - Area of land contributing run-off to each drainage structures along with run-off calculations of each area and drainage calculations for each drainage structure and drainage ditch
 - Location of easements, rights-of-way, or common areas for drainage ways and maintenance access thereto
 - Typical cross sections of each drainage way
 - Direction of water flow throughout subdivision and compatibility with existing drainage
 - Construction details including conduit schedule
- ☐ Sanitary Sewer Plan, if applicable, containing:
 - Location and size of all existing and proposed sewers in the subdivision and tie points of the subdivision
 - Location of sewer laterals
 - Direction of flow of each sewer line
 - Location of each manhole and other sewage system appurtenances including lift stations, oxidation ponds, and treatment plant, if any
 - Construction details of typical manholes, connections, and other sewage structures
 - Plan and profile of sewage system
- ☐ Water Distribution Plan showing
 - Location and size of all elements of the water distribution system including pipes, valves, fittings, hydrants, high pressure pumping equipment, etc.
- ☐ Lighting Photometric Plan including:
 - Typical light pole and
 - Fixture details
- ☐ Utility Plans showing the location of all subsurface facilities, serving each lot or parcel of land within the subdivision for:
 - Electrical distribution,
 - Telephone lines and
 - Gas distribution
- ☐ Traffic Impact Study - *Code of Ordinances*
- ☐ Construction plans submitted shall include the following:
 - Name of subdivision
 - Date of plan preparation including all revision dates
 - Appropriate scale
 - North arrow
 - Preparer's name, phone number, and fax number
 - Seal and signature on each sheet by a registered Engineer
 - Sheet size shall be the same size as the preliminary plat
- ☐ Five full size, folded copies of the preliminary plat and construction plans